

SPC
CULTURAL ANTHROPOLOGY (ANTH2351)
COMMON COURSE SYLLABUS

ASSOC PROF NANCY SMITH
FALL 2023
ANTH2351_151_451

SPC COVID Return-to-Learn MANDATED POLICY:

There is an IN-CLASSROOM COVID policy that must be adhered to. This does not impact online classes and you should be able to continue your work as usual. The only exception will be hospitalization and you will need to contact me and the SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.

Department: Behavioral Sciences

Discipline: Anthropology

Course Number: ANTH 2351

Course Name: CULTURAL ANTHROPOLOGY

Credit: 3 Lecture, 0 Lab
This course satisfies as a CORE course for "Social and Behavioral Sciences"

Prerequisites: "TSI Reading" restrictions for INET

Campuses: Internet, Reese

Textbook: *Introducing Cultural Anthropology – 5th Edition*, Roberta Edwards Lenkeit, McGraw Hill, 2012

Course Description: (3:3:0) The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline. (Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples).

Course Purpose: Cultural Anthropology introduces students to the theories and language of cultural anthropology. The class focuses on how ideas, values, beliefs, and other aspects of culture express and affect human experience. The course content involves the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures. Examples of critical thinking and human diversity are stressed in multiple contexts.

Course Requirements: To maximize the potential to complete this course, a student should attend all class sessions, complete all homework assignments, and complete all examinations. Internet courses require the work to be completed in specific time periods. The specific course requirements are listed on the individual instructor's course information sheet.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Describe key concepts and methods of cultural anthropology.
2. Explain the concept of culture, cultural diversity, and culture change.
3. Demonstrate how anthropological concepts apply to addressing human and global challenges.

Core Objectives Addressed: [techniques vary by instructor]

- Communication Skills – to include effective written, oral, and visual communication (1,2)
- Critical Thinking Skills – to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information (1,2,3)
- Social Responsibility – to include the demonstrated intercultural knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities (1,2,3)
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions (1,2,3)

Texas Coordinating Board Approval Number (CIP): 45.0201.53_25

Standard Written English REQUIREMENT:

All written assignments should be presented using the conventions of Standard Written English. South Plains College requires all students to become proficient in "academic English," a form of English that is typically used in academic, professional, and business contexts. While slang, regional idioms, and informal kinds of self-expression are appropriate in some contexts, they are out of place in academic writing. Writing instructors and professors in courses across the campus **expect all students to demonstrate proficiency in using the conventions of academic English in their written work, whether it is in-class exams or take-home essays.** Each instructor may also add additional requirements regarding written assignments that are contained in your syllabus.

Attendance Policy: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. **For an online-class, "never attended" before the census date equates to never logging into blackboard and/or not submitting any work during that time.** A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Academic Appeals Procedure

INFORMAL APPEAL

1. The student should schedule an appointment with the instructor of the course to discuss the final grade or discipline action.
2. If the student is still not satisfied, he/she should schedule an appointment with the appropriate department chairperson to discuss the situation. (The chairperson may request that the instructor also be present.)

3. If the student is still not satisfied, he/she should schedule an appointment with the Divisional Dean to discuss the situation. (The dean may request that the chairperson also be present.)
4. If the student is still not satisfied, he/she should be advised of the formal appeal process.

FORMAL APPEAL

1. If the student is not satisfied with the results of the Informal Appeal, he/she should provide the following information, in writing, to the Vice President for Academic Affairs:
 - a. A request for a formal appeals hearing.
 - b. A brief statement of what is being appealed.
 - c. The basis for the appeal.
 - d. Pertinent facts relating to the appeal.
- NOTE: The agenda of the appeals hearing will include only those factors documented in the student's appeal request letter.
2. The Vice President for Academic Affairs of South Plains College, will determine the date, time and place of the hearing, and notify the student accordingly.

THE HEARING

1. Composition of the appeals committee:
 - a. Vice President for Academic Affairs will preside over the hearing.
 - b. Faculty member of the student's choice.
 - c. Faculty member and student of the Vice President for Academic Affairs.
 - d. President of the Student Body/Student Advisory Council.
 - e. Vice President of Student Affairs.
2. Other persons who should be available at the hearing:
 - a. The student who requested the hearing.
 - b. The faculty member involved.
 - c. Anyone the student or faculty member wishes to be present to substantiate the case.
 - d. Chairperson and Divisional Dean.
3. Hearing Procedure: The Committee will hear the student's appeal during which the parties to the controversy, and such representatives as desired, will present all facts relating to the case. Consequently, the committee will recommend appropriate action by majority vote.
4. The termination of the hearing finalizes the academic appeal procedure.

APPEAL RESTRICTIONS

1. Only final grades or dismissal resulting from academic discipline will be considered.
2. The instructor's teaching ability or expertise will not be considered during the hearing.
3. No grade or disciplinary action can be formally appealed after a period of six (6) months from the date that the student is informed.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>

INSTRUCTOR-SPECIFIC COURSE INFORMATION SHEET

ASSOC PROF NANCY SMITH
FALL 2023
ANTH2351_151_451 - INET

Instructor: Nancy Smith,
Assistant Professor of Anthropology

Office: Levelland TA231 (MWF) / Lubbock Downtown Campus 2005 (TR)
Phone: 806.716.4031

Email: nsmith@southplainscollege.edu

Office Hours: Contact me to make an appointment

Required Text: *Introducing Cultural Anthropology* – 5th Edition, Roberta Edwards Lenkeit, McGraw Hill, 2012

THE RULES:

****Be sure to check the online catalog and STUDENT HANDBOOK for SPC rules and expectations regarding Academic Integrity. There are very specific warnings – including ChatGPT **** I suggest you read this.

Academic Integrity: Cheating of any type is a serious matter and will **NOT** be tolerated. This includes cheating in **any form** on tests, quizzes, homeworks, and/or assignments (such as copying someone's exam or assignments), and plagiarism.

According to the South Plains College website,

<http://www.southplainscollege.edu/library/smartstarts/mod6/04-plagiarism.html>, "plagiarism is presenting the words or ideas of someone else as your own without proper acknowledgment of the source. It is okay to use the ideas of other people, but you do need to correctly credit them. When you quote people – or even when you summarize or paraphrase information found in books, articles, or Web pages – you must acknowledge the original author."

(If you do not know/understand what constitutes plagiarism, or if you need further clarification ask me or look it up .. **ignorance will not be an excuse.**) Do not even THINK ABOUT cheating in any way.

However, if you do and if you are caught the **following WILL happen ...**

1. You will receive a ZERO on the assignment and we will have a discussion
2. You will be ineligible to receive any extra credit points
3. You may be dropped ONE letter grade at the end of the semester
4. IF you are caught a second time, you be dropped from the class with an F
5. You will be reported to the Dean of Students

THIS HOLDS TRUE FOR ANY ASSIGNMENT – EVEN AN EXTRA CREDIT ASSIGNMENT. Penalization because of plagiarism/cheating is the consequence of YOUR choices and YOUR actions. It is not something I am doing to YOU – it is what YOU are doing to YOU.

This is serious. I am serious. DO NOT DO IT !! Take the low grade for not-knowing/doing the material, rather than the above repercussions for cheating.

Student Behavior: This is college, and I view you as an **adult. Please act like one.** Be courteous, be respectful, think before you speak. Do not disrupt class. If you are disruptive with your online responses or comments, you may **be dropped from the class.**

Attendance: Here's how it works in this class:

"Participation" in this online class is mandatory – you must be active. There are numerous assignments which should force you to log-on continuously. I understand that each of you has your own schedule and will be logging-on at different times. That's fine. All that is expected of you is that you **GET THE WORK DONE !!**

I do not accept late work. (one exception – see the Discussion Grading Rubric)

Each assignment and discussion has a dictated due DATE and TIME. It is your responsibility to get the work done and submitted to me by the designated time/date. Therefore, since this is a virtual classroom, attendance will be taken according to completion/submission of Discussions, Quizzes, Assignments, and projects.

If you are unable to log-on or complete your work for any reason, YOU MUST CONTACT ME ASAP as well as CONTACT SPC BLACKBOARD HELP

Excuses such as "The network was down," or "I could not figure out how to send the assignment through the assignments function" are not acceptable. In short, plan ahead and **do not wait until the last minute to submit your assignments**. It is always okay to turn in assignments early although discussion board postings should be done with the calendar schedule.

I do use the Retention Emails to notify you of missed-assignment-counts and to allow you to receive intervention from a Counselor

Administrative Drop Policy:

- 1) Anyone who has not turned in any work before the Roster Certification date will be dropped for "never attending"
- 2) Anyone who has more than one count of disruptiveness will be subject to an Administrative Drop. Anyone who has two instances of plagiarism will be subject to an Administrative Drop.
- 3) It will be the responsibility of the student to withdraw themselves from the class for any reason they feel they will be unsuccessful in the course.

Courtesy and Respect: I am your instructor, and though I may joke around with you please don't lose sight of the fact that I am still your instructor. So please do not address me with "hey," "yo," etc. Emails must also abide by Standard Written English. Standard Written English, courtesy and respect is expected in all manners of correspondence, and I will do the same. THANKS !!

THE GRADES:

1. Tests: You will be instructed to take an exam/quiz for most units. These tests are timed and will shut down if you exceed the allotted time. Also, do not try to open another tab on the internet while you are taking the test because that will not be allowed – the computer will shut you down.

- There are **NO make-up exams** except for **EXTREME** circumstances which must be discussed with me **within ONE DAY** of your missed test .
- Do not be late for tests – I do not accept late work.
- If you happen to miss a test .. do not fret. A missed test does not equate to Failing the class. It could, if your grades for everything else are poor .. but if you are a good student and do well on everything else, a missed test **should not** lead to a failing grade.
- The test questions will be randomly selected and will consist of Multiple Choice and True-False.
- **When taking quizzes, SAVE your answers to each question as you go along. The computer may time-out and you run the risk of losing your work.**

2. ASSIGNMENTS & Projects: I do not accept late assignments unless your issue has been discussed with me. Things are due when they are due. Anything not turned in when collected is considered LATE and will not be accepted.

I suggest that the lengthy assignments/projects be typed in Word first and then copy/pasted to the **SUBMISSIONS BOX** of the assignment on Blackboard. The reason for this is that if you are idle in Blackboard for a certain length of time, it will boot you out; which means that your incomplete work will be lost. That will be very frustrating. So, if you know that you will be working on an assignment or project for a good amount of time, do it in Microsoft Word first.

Please follow these instructions: typed, double spaced, 10-12 font, **1" margins**. Standard written English is EXPECTED on all written assignments. NO TEXT ABBREVIATIONS or LINGO. If Standard written English is not illustrated, points WILL BE DEDUCTED.

DO NOT SEND ME ANY "attachments." You must use the "SUBMISSIONS BOX" for submitting assignments and projects. There is a "submissions" link for you to click-on and it will open the Submissions Box. If you use the "comments box," instead of the "submission box," you will get a zero for the assignment. Please follow the instructions.

When turning in "assignments," please number your answers in accordance with the numbered questions being presented. Do not turn your answers in to me out of order and/or all in paragraph form. It is too difficult to try to guess which answer goes with which question. If this is done, it is likely I will mark it all wrong as I cannot guess.

3. DISCUSSIONS: Each unit has one or more discussions that require your posts and comments. You must read the instructions carefully for each one. Pay attention to the due dates/times! No late work will be accepted. ** See the Discussion Grading RUBRIC for one exception to this **

Discussions are used in online courses for you to prove that you "get it;" that you understand the material, that you are reading the material, and that you are proficient enough in it to expand upon it in discussions. This is how face-to-face class interaction is substituted. It is very valuable and REQUIRED for this course.

Please review the guidelines I have posted on proper "netiquette." Just because we don't see your face and/or hear your voice does not give you a free pass to be rude, crude, or hurtful. The computer is not a veil.

Please refer to the grading rubric I have posted. I will be using it to grade your postings, and there are certain criteria you must fulfill.

**** REGARDLESS OF WHAT THE ASSIGNMENT IS... YOU ARE EXPECTED TO WRITE IN FORMAL and ACADEMIC GRAMMAR. I WILL NOT ACCEPT ANY TEXT MESSAGING ABBREVIATIONS !! THIS IS A CLASS..NOT A PHONE.... ****

Also, for Discussions... I expect you to USE and include terms and definitions from the unit within the context of your answer. You will lose points if I do not see terms and definitions !

** Most discussions are "closed" where you need to post your answer first, before you can see any of your classmate responses. I understand that students can manipulate this. I also understand that students can make mistakes when posting. But you need to understand that I need to grade YOUR work and comprehension of the material, not something you copied from a classmate. So, upon your 3rd "manipulation" of this set-up, **you will receive a zero** on the discussion for this and every manipulation moving forward . **

GRADE:

Your grade for this course will be a reflection of YOUR scores on the above-mentioned topics. You will receive the grade YOU EARNED. Your grade is compiled in the following way:

Tests = (AVERAGE) = 20% Assignments = (AVERAGE) = 20%
Discussions = (AVERAGE) = 40% Projects = (AVERAGE) = 20%

Letter Grades for overall Final Average in the class:

A = 90-100+

B = 80-89

C = 70-79

D = 60-69

F = 59 and Below (F is the only "failing" grade)

****Do not use the "TOTAL POINTS" given in Blackboard to calculate your grades. That is only if all grades are weighted equally; ours are not (see above). Hence, do not use them to calculate your grade ****

THE GOOD NEWS:

I am a strong supporter of **EXTRA CREDIT!** I believe that in order to learn about other cultures/groups, participation and observation in cultural functions outside of the classroom is necessary. This may come in the form of attending public presentations, performances, exhibits, events, or watching videos, TV shows, as well as reading articles/books; doing chapter reviews.

I will announce eligible events as they come up, BUT you are not solely limited to these events. **You are encouraged to do extra credits on items of your own idea.**

Extra credit assignments will consist of four parts/paragraphs:

1. A review of the event in your own words. (**DO NOT PLAGIARIZE**) - what was "it" about. Prove that you did the extra credit, so be sure this paragraph is substantial.
2. How it relates to class. – terms/concepts that relate to class (2 or more) and give examples to show you can correlate. You must illustrate your knowledge of the term; you can't just throw-it in. It must be supported.
3. What it tells you about that culture – what did you learn
4. Your personal reflections – what did you think about "it?"

** If you report on an article or event, you must include a copy of the article, or a program from the event

All extra credit assignments must be turned-in typed, double spaced, normal 10/12 font, 1" margins, and with all four criteria met. Standard Written English must be displayed. If your paper is not formatted as stated, it will be turned back to you ungraded. If completed correctly, handed-in extra credits can earn you **2 points** to be added to your final, overall grade. A maximum of **8 points of extra credit** will be allotted to be added to your final grade. This is a CHOICE you have .. extra credits are not required.

*** THE LAST DAY TO TURN IN EXTRA CREDITS IS BY 11:59PM on MONDAY, December 4th – via email nsmith@southplainscollege.edu -or- the Internal email/message on our blackboard page**

NOTE:

If EVER you should have any questions, concerns, etc – come and see me or contact me. That is what I am here for .. that is what my office hours are for. I cannot help you if you don't come and talk to me.

COMPUTER INFORMATION:

Blackboard Learn 9.1 is the computer software used to deliver this course. It is essential that you have reliable access to the Internet and a computer (versus a phone). It is not necessary to purchase or own your own computer but you should have a backup plan in place should you encounter computer problems. There are open computer labs available to all enrolled SPC students on all campuses. It is also the student's responsibility to have the required computer skills to complete this course. More information on online courses is available at www.southplainscollege.edu/online.

IF YOU SHOULD EVER ENCOUNTER TECHNICAL DIFFICULTIES WITH THE SYSTEM, YOUR FIRST PHONE CALL SHOULD GO TO 806-716-2180 or email blackboard@southplainscollege.edu . OTHER TECHNICAL ASSISTANCE CAN BE FOUND AT BLACKBOARD.COM, AND THE SPC WEBPAGE (THEY HAVE TUTORIALS). You should then email to tell me that someone from SPC Blackboard assistance is helping you, but do not call me for Technical/Computer related questions. I am not the expert on that. I can help you on ASSIGNMENT and ANTHROPOLOGY questions ... not the "system" questions.

Most Web educational experience will require the use of several additional browser plug-ins. The following list is a list of software that you will probably need to download for this class. It is very highly recommended that you have an anti-virus program on your computer. You may also need **Adobe Acrobat** for several readings and a multimedia player such as **Windows Media Player, VLC , or QUICKTIME**. **** Students seem to have problems watching videos on an Apple/Mac device. ** [VLC might be the best to download]**

MINIMUM Software requirements:

Microsoft Word, WordPerfect, or another word processing program capable of saving files in RTF (Rich Text Format).

Web Browser – Firefox or Google Chrome is recommended - If you plan on using a browser supplied by your Internet service provider (for example, AOL or WebTV) make sure it is the most recent version. We cannot guarantee that all course features will function in all non-Internet Explorer browsers.

Your course may require special (free) plug-ins to access Streaming Media, PDF files, or other web components.

Antivirus software

Other Software you will need:

- RealNetworks RealOne Player
- Adobe Acrobat Reader
- Apple Quicktime Media Player
- Windows Media Player or VLC Media Player

More computer requirements:

Since this course are entirely online, participants are expected to have at least an elementary knowledge of their microcomputer operating system and basic knowledge of software and tools such as a word processor, e-mail, an Internet browser, and search engines.

If you are using a **CHROMEBOOK** and are having difficulty, please try either of these two options:

- Go to <https://view2.southplainscollege.edu/> and use the HTML(web) version within the browser.
- Otherwise, most chromebooks have the option to install the VMware Horizon View Client App. They will enter view2.southplainscollege.edu as the server.

FINAL NOTE:

If EVER you should have any questions, concerns, etc – let me know. That is what I am here for .. that is what my office hours are for. I cannot help you if you don't contact me. You can expect a 24-48HR time-frame turnaround for any email correspondence from me after you contact me.

SEMESTER SCHEDULE

Following is the schedule for this FALL 2023 Semester. **PRINT THIS OUT AND REFER TO IT OFTEN along with the CALENDAR jpeg view I have provided WHICH SHOWS EVERY INDIVIDUAL ASSIGNMENT AND DUE DATE! USE THESE DATES/TIMES if ever a conflict with Blackboard's "automated" dates.**

- GRADED PRACTICE ASSIGNMENTS: Syllabus Contract, Syllabus Quiz (in "Getting Started" tab), and Practice Assignment and Discussion (In "Let's Practice" tab) are all due on WEDNESDAY, Aug 30, by 11:59PM.
- UNIT 1 (Ch. 1 & Ch. 2) – The Study of Humanity & Culture & Race– Open Aug 30, Closes Sept 6 – Coursework includes reading the two chapters, reading an article, doing an article assignment, participating in Discussion postings, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSSES.**
- UNIT 2 (Ch. 3) – Studying Cultures & Ethnography – Open Sept 6, Closes Sept 13– Coursework includes reading Chapter 3 , , participating in Discussion postings, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSSES.**
- UNIT 3 (Ch. 4) – Culture and Language – Open Sept 13, Closes Sept 20 – Coursework includes reading Chapter 4, submitting a reading assignment, participating in Discussion postings, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSSES.**
- UNIT 4 (Ch. 5&6) – Adaptive Strategies – Open Sept 20, Closes Sept 27 – Coursework includes reading

Chapter 5 & 6 , submitting a reading assignment, participating in Discussion postings, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**

- UNIT 5 (No textbook chapter) – Exchange and Economic Systems – Open Sept 27, Closes Oct 6 – Coursework includes reading an article, doing an article assignment, taking a test, and [completing a project](#). **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**
- UNIT 6 (Ch. 7 & 8) – Family & Kinship – Open Oct 6, Closes Oct 16 – Coursework includes reading Chapter 7 & 8 (excluding pgs 181-182), watching a videoclip, completing a video assignment, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**
- UNIT 7 (Ch. 10) – Politics and Social Inequality – Open Oct 16, Closes Oct 23 – Coursework includes reading Chapter 10, submitting a reading assignment, participating in Discussion postings, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**
- UNIT 8 (Ch. 9) – Gender – Open Oct 23, Closes Nov 1 – Coursework includes reading Chapter 9, watching a videoclip, completing a video assignment, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**
- UNIT 9 (Ch. 11) – Religion and Belief Systems – Open Nov 1, Closes Nov 9 – Coursework includes reading Chapter 11, submitting a reading assignment, participating in Discussion postings, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**
- UNIT 10 (Ch. 13) – Culture Change & Development – Open Nov 9, Closes Nov 17 – Coursework includes reading Chapter 13 (excluding pgs 292-294, 310-312), participating in Discussion postings, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**
- UNIT 11 (Ch. 12) – Art and the Aesthetic – Open Nov 17, Closes Dec 1 – Coursework includes reading Chapter 12, watching a videoclips, completing a video assignment, and taking a test. **ALL ITEMS HAVE SEPARATE DUE DATES AND DUE TIMES BEFORE THE UNIT CLOSES.**
- **FINAL PROJECT -1** – Ethics Assignment – Open Dec 1, Closes Monday, Dec 11 - **NOON**
- **FINAL PROJECT -2 (et. al)**– Open Dec 1, Closes Monday, Dec 11 - **NOON**.

All of these assignments will be available to you ONLY during their open/close dates. You must go into the tab marked “ **UNIT 1, 2, 3**, etc” along the left-hand side of the page and click on all the coursework available. **BE SURE TO READ ALL INSTRUCTIONS CAREFULLY!!!!**

All grades for the above-listed assignments will be posted in your tab marked “**GRADES.**” **Please allow 7 days for a grade to appear.** Though I check my email regularly, I do a lot of the “grading” on weekends.

If you are trying to figure out your averages as we go along, please refer to my grading information here in the syllabus. I do not use “POINTS” and you should not refer to the “total points” column in Blackboard – that is just a space-saver column. Instead you must calculate your PERCENTAGES.

All Units open at 8AM and deadlines are 11:59PM – **EXCEPT FINAL PROJECTS** (deadline of **NOON**)

Every Unit has a different amount of work. Hence, to give you adequate time, there is not a standard pattern nor day that would work for all. Please check your calendar regularly.

Again, if you should have any questions **on the content or instructions..** please notify me.

If you should have **TECHNICAL** issues/problems/questions .. please notify SPC Blackboard assistance at **806-716-2180** or email blackboard@southplainscollege.edu .